

## **SAND LAKE COMMUNITY COUNCIL BYLAWS**

Effective: November 6th, 2017

### **ARTICLE I: NAME**

The name of this organization shall be the SAND LAKE COMMUNITY COUNCIL, hereinafter referred to as the "Council."

### **ARTICLE II: BOUNDARIES**

The geographical boundaries adopted by the Anchorage Assembly on July 8, 2003 (AO 2003-75), and appropriate associated map listed under municipal code §2.40.040 shall apply to this Council, subject to any comprehensive review of community council boundaries to occur every ten years following the decennial U.S. Census, as required by municipal code §2.40.040. The findings of the boundary review are communicated to the Planning and Zoning Commission and to the Anchorage Assembly for final review and approval; community council boundary amendments adopted by Anchorage Municipal Code are hereby incorporated by reference.

### **ARTICLE III: DESCRIPTION**

The Council is an independent, not-for-profit, voluntary, self-governing association composed of residents 18 years of age or older, non-resident property owners, business owners, and nonprofit organizations who meet the qualifications for membership as outlined in Article VI of these bylaws and municipal code chapter 2.40. Community councils are created by the Anchorage Municipal Charter to "afford citizens an opportunity for maximum community involvement and self-determination." There shall exist between the Council and local government a cooperative relationship. The Council shall not endorse any candidate for local, state or federal elected office.

### **ARTICLE IV: PURPOSE**

The purpose of the Council is to provide a direct and continuing means of citizen participation in local affairs. The Council is intended to give:

- A. Local people a method by which they can work together for expression and discussion of their opinions, needs and desires in a manner that will have an impact on their community's development and services;
- B. Governmental agencies a method for receiving opinions, needs, desires and recommendations of residents and groups; and
- C. Local governing bodies an improved basis for decision-making and assignment of priorities for all programs affecting community development and individual well-being.

### **ARTICLE V: FUNCTION**

The Council has a policy and practice of open membership and meetings to encourage participation of persons from all segments of the community. The Council shall have the following functions:

- A. In regard to the Anchorage Comprehensive Plan:
1. Evaluate compliance with the plan, alerting Municipal officials to, or proposing appropriate action regarding any inconsistencies with the plan and its adopted elements as described in municipal code §21.01.080 and listed in Table 21.01-1; and
  2. Conduct a continuing review and study of the plan to determine its workability within the Council's geographic boundaries and to advise Municipal officials on appropriate action regarding proposed modifications or additions to the plan;
- B. Assume leadership and propose action in regards to enforcement of existing laws or ordinances, pursuit of rights under existing rights or ordinances, desired or opposed changes in or additions to laws or ordinances, or any matter of policy regulation;
- C. Respond to local government proposals or concerns submitted to the Council pursuant to municipal code §2.40.060;
- D. Work with local government and other governmental entities, as well as with persons and groups outside the government, to accomplish Council goals, including goals which may have an area wide impact;
- E. Receive and review notices to the Council from Municipal department including those noticed under municipal code:
1. 2.30.120.C, Alcohol Beverage Control Board license applications;
  2. 10.55.030, Permits for teen nightclubs and cultural performance venues;
  3. 21.03.020.H, Land use proposals;
  4. 24.35.020, National security road closures;
  5. 25.30.025.E, Disposal of Municipal land requiring voter approval;
  6. Other notices received from Municipal departments requiring input or action by the Council;
- F. Advise the Assembly of the Council's annual priority list of Capital Improvement Projects by filing a copy with the Municipal Clerk when the list is submitted to the Administration;
- G. Participate in the community meeting process under Municipal Code §21.03.020.C when notice from the developer is timely.

#### **ARTICLE VI: MEMBERSHIP**

- A. Any person 18 years of age or older whose primary place of abode is within the Council's geographical boundaries is eligible for membership. Residents, non-resident property owners, business owners, and nonprofit organizations as described in Municipal Code chapter 2.40 with a physical premise located within the Council's geographical boundaries are eligible for membership. Business owners and nonprofit organizations must possess one or more of the following:
- a valid Alaska business license;
  - a valid Alaska professional license;
  - valid incorporated status under Alaska law;
  - tax exempt status under federal law.

If more than one qualifying resident shares the same habitual, physical dwelling address, each may be a community council member. Alternate designations for resident membership shall not be recognized. Non-resident property owners shall be the owner of record. Per Municipal Code §2.40.030, non-resident property owner, business owner, and nonprofit organization memberships are single memberships, and shall have a designated primary representative, and may have a designated alternate representative.

- B. Any person who qualifies under Section A of this Article is a voting member immediately after signing the member attendance roster at any regular or special Council meeting. The member attendance roster shall be used only for Council business.
- C. The Council shall not charge dues or require any financial contribution as a condition of membership, voting, or other participation. The Executive Board may establish annual voluntary dues.

#### **ARTICLE VII: MEETINGS**

- A. There shall be a minimum of four (4) general membership meetings per calendar year and at least one meeting quarterly. "At least one meeting quarterly" means "at least one meeting January/February/March; at least one meeting April/May/June; at least one meeting July/August/September; at least one meeting October/November/December."
- B. Special meetings of the membership may be called by the President, or the Executive Board, or by written petition of 10 council members delivered to any officer, to address Council business, including the accommodation of community council responsibilities under Municipal Code §21.03.020.C.
- C. All general membership meetings pursuant to Section A of this Article, and all special membership meetings pursuant to Section B of this Article, shall be open to the public.
- D. Minutes shall be taken or recordings shall be made at all general membership meetings and special membership meetings. Minutes or recordings shall be made available by the Secretary at the next general membership meeting if practicable.
- E. After consulting with the officers and Executive Board, the President or their designee(s) may establish the meeting agenda.
- F. The Executive Board or their designee(s) shall be responsible for any meeting notices.
- G. A quorum for general membership meetings pursuant to Section A of this Article and special membership meetings pursuant to Section B of this Article shall be at least two members of the Executive Board; however, at least 15 members in addition to the Executive Board members must be present to pass a resolution.
- H. Robert's Rules of Order, Revised, shall apply for general membership meetings pursuant to Section A of this Article and special membership meetings pursuant to Section B of this Article for all matters not otherwise covered by different rules in the bylaws.

#### **ARTICLE VIII: VOTING**

- A. Any member of the Council as defined in Article VI shall have one vote. If a single individual possesses several kinds of property or business within the definition for membership

qualification, or meets the definition of member in more than one category, s/he shall still have just one vote. Nonprofit associations and business owners shall have one vote each. Nonprofit association, business owner, and non-resident property owner memberships shall designate a primary representative and may designate an alternate representative. Persons may be a member of more than one community council if they qualify for membership.

- B. A member must be present at the time of the vote in order to cast a vote. There will be no proxy voting.
- C. Any vote may be challenged. The member attendance roster shall serve as the official list of eligible voters.

#### **ARTICLE IX: REPORTING OFFICIAL COUNCIL POSITIONS**

The President or designee shall be charged with communicating official positions of the Council in a timely manner to the appropriate agencies and individuals. The Council's official positions on community matters may be communicated through resolutions, motions, position letters or emails.

#### **ARTICLE X: OFFICERS**

"Any Council member is eligible to be elected, and serve as an officer. Elections shall be held annually, at the first general membership meeting in January of each calendar year, called pursuant to these bylaws. To be eligible for office, the Council member must have attended at least three general membership meetings of the last six general membership meetings. The officers shall be President, Vice-President, Secretary, and Treasurer. The officers shall constitute the Executive Board. With the exceptions of the office of President, the President may appoint persons to fill empty or abandoned offices, until the next annual election of officers.

- President will serve as presiding officer during Council meetings, will be responsible for the operations of the Council, and any other duties that may arise that requires attention.
- Vice-President will serve in the absence of the President, and any other duties that may arise that are appropriate. In the event the President's office is empty or abandoned, the Vice-President will serve as Acting President until such a time as an election can be held for the President's office, which should happen as soon as practicable.
- Secretary will serve to keep minutes or recordings of the general membership meetings and special membership meetings via written or recording device, and shall make the minutes or recordings available pursuant to these bylaws.
- Treasurer will serve to keep track of funds collected by the Council as stated in Article XII of these bylaws. Treasurer will give regular reports pursuant to Article XII at general membership meetings or special membership meetings, at least quarterly.
- Officers may be removed in the following ways: (1) resignation by the officer, done in writing; (2) Three consecutive unexcused absences from general membership meetings. An absence is unexcused if the presiding officer does not excuse it; (3) for cause. Written notice must be given to the officer being considered for removal at least fifteen days prior to the general membership meeting, at which time a vote of confidence will be taken. Provisions must be made on the

agenda for presentation of charges and for defense of the accused. An officer may only be removed for cause by a vote of 2/3 the Council members present and eligible to vote, pursuant these bylaws.

- In the case of removal of the Vice-President, Secretary, or Treasurer, the President will appoint a replacement, who will serve until the next regularly scheduled election of officers. In case of removal of the President, the Vice-President will serve as Acting President until such a time as an election can be held for the President's office, which should happen as soon as practicable. A newly elected President under this paragraph shall serve until the next regularly scheduled election of officers.

#### **ARTICLE XI: COMMITTEES**

Committees may be established by the Executive Board at any time for whatever purpose deemed necessary. The nature and duties of the committees shall be determined by the Executive Board.

#### **ARTICLE XII: FINANCES**

Accounting of finances will be the responsibility of the Treasurer with backup from the President. Council involved grants will be managed and tracked through FCC (Federation of Community Councils) for documentation purposes with federal, state and local requirements. Funds collected by the Council shall be deposited into an account or accounts at an established financial institution, with the Treasurer and/or President being responsible for all deposits, withdrawals and accountings. If the total balance of funds is less than \$250.00, the Treasurer/President may keep the total funds in cash in a lockbox in a secured location. A financial report signed by the Treasurer and the President and any person approved by the Membership showing all receipts and expenditures shall be made yearly to the Council on election of new officers. The Treasurer will also give regular reports, at least quarterly, at general membership meetings or special membership meetings, showing all receipts and expenditures.

#### **ARTICLE XIII: AMENDMENTS**

Proposed bylaws changes must be noticed and discussed at a minimum of one general membership meeting prior to the meeting at which action will be taken. The notice shall include a statement of the articles to be changed and the reason. The bylaws may be amended or repealed by a two-thirds (2/3) vote of the members present at a general membership meeting or special membership meeting. Within 45 days of approval by the membership, bylaws amendments shall be filed with the Municipal Clerk for acceptance by the Municipal Assembly as required by Municipal Code chapter 2.40. It shall be the responsibility of the Council President, or designee, to timely notify the Municipal Clerk regarding bylaws amendments.

#### ARTICLE XIV: DISSOLUTION

Unless otherwise provided by law, dissolution may occur by vote of three-fourths of the members of the Council at a general membership meeting, at a special membership meeting called for that purpose, or by mail ballot. If the Council is dissolved by law or by this Article the Council's property including, but not limited to, funds remaining in the Council treasury after all obligations are met, may be donated. The Council's donation shall be made to the Federation of Community Councils, or current municipal contractor, for community council use, or another nonprofit organization if designated in the dissolution action.

*Approved November 6<sup>th</sup> 2017 Nikki Rose, President*